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PURCHASE SECTION REPORT
For Week Ended 22 July 1953

<u>Requisitions</u>	
Balance pending end of previous week	195
Received during week	<u>205</u>
	400
Completed during week	<u>90</u>
Balance pending end of week	<u>310</u>

Purchase Orders Issued

184 \$ 42,986.17

Backlog of Typing

Purchase Orders	32
Correspondence	2
Invitations to Bid	13
Bills of Lading	<u>2</u>
Total	49

STATUS OF PENDING REQUISITIONS*

A. Without Action

Held less than 15 days	157**
Held more than 15 days	<u>0</u>
Total	<u>157</u>

<u>Estimated Value</u>
\$ 70,727.11
-0-
<u>\$ 70,727.11</u>

B. With Action

Pending Information from Requisitioning Office

Held less than 30 days	6
Held more than 30 days	<u>0</u>
Total	6

\$ 2,550.00
-0-
\$ 2,550.00

Pending Receipt or Opening of Bids

Held less than 30 days	129
Held more than 30 days	<u>0</u>
Total	129

\$ 39,719.00
-0-
\$ 39,719.00

Pending Clearance from GPO and/or GSA

Held less than 30 days	5
Held more than 30 days	<u>0</u>
Total	5

\$ 681.00
-0-
\$ 681.00

Pending Completion of Service and/or Billing

Held less than 30 days	13
Held more than 30 days	<u>0</u>
Total	13

\$ 275.00
-0-
\$ 275.00

Total with Action

<u>153</u>	<u>\$ 43,225.00</u>
<u>310</u>	<u>\$113,952.11</u>

C. Total Pending Requisitions

D. Total Hours of Overtime during the past week: None

* Details for each Purchasing Agent are in Purchase Section

**For Approved Requisitions received at the close of business.

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Contracts, Amendments, executed during period of
15 July 1953 through 22 July 1953

<u>Contract Number</u>	<u>Contractor</u>	<u>Commodity & Quantity</u>	<u>Dollar Value</u>
		Extension of time	\$ -
		Extension of time	-
		Extension of time	-
		2 line items of bags	2,446 *
		12,000 lbs. plastic preservative	11,600
		Bldg. maintenance service for air cond. equip. for FBIC	750
		Add'n of lifts	
		Correct size of "bed-bearer"	
		Storage & related services	
		Total of 9	\$ 14,796
		Other Actions Completed 8	

* Special Purchase Branch Contract

Status of Contract Actions Pending for Contract Section
As of 22 July 1953

A. No Action	4	
B. Pending receipt of more information, clearances, etc.	10	
C. Pending Bid Openings and Awards	5	
D. Negotiations Underway	7	
E. Pending drafting of contractual documents	5	31
F. No further action required by procurement officer		
1. Pending typing and mailing to Contractor	10	
2. Pending signature of Contractor	5	
3. Pending final clearance and signature of Contracting Officer	6	21
		<u>52</u>

Note: 6 actual requisitions and 27 memos and letters were received during the week which will require contract or other action by the Contract Procurement Officers. Since in many cases two or more of these documents will be consolidated into one action, these figures do not mean that 33 separate actions will be required. The figures above of contract action requests received, completed, or pending are on this consolidated basis. The consolidations, cancellations and transfers resulted in net new contract actions of 13.

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